



### **Course Overview:**

Class Wiki: [cafeharmon.wikispaces.com](http://cafeharmon.wikispaces.com)

Class Blog: [cafeharmon.blogspot.com](http://cafeharmon.blogspot.com)

My Email: [eharmon@msd3.org](mailto:eharmon@msd3.org) or [cafeharmon@gmail.com](mailto:cafeharmon@gmail.com)

### **In this class you can expect to:**

- Read often from a wide range of texts
- Think critically and analytically
- Collaborate with peers to become skillful writers and thinkers
- Write to express your beliefs, articulate your thinking, and broaden your horizons
- Publish and present often
- Grow as a reader, writer, and inquirer

### **I need my learners to:**

- Be self-directed, prepared, and responsible! Understand that you are here to learn, and that can't happen if you are consistently late, absent, or unprepared.
- Have a positive attitude! Your education IS your future; seize each day and make it count!
- Have respect for yourself, your peers, and me - your teacher! I will treat you like an adult if you act like one!
- Be open-minded and willing to explore other views, even on controversial issues! This should be a safe place for everyone to express his or her opinions!
- Be willing to collaborate. Share your ideas, give and accept constructive criticism, and learn from others!

### **You will need the following materials in class daily:**

- A 3-ring binder with 2 dividers (one for the current unit and one for resources)
- A journal, spiral notebook, or composition book (divide it in half – Journal and Writer's Notebook)
- Paper -duh!
- pencil or pen- I don't really care about the color.
- Post-It notes\*
- Highlighter\*
- A colored pen/pencil\*
- A book that you are reading independently!

\*These items are not specifically required because I keep some in the classroom, but supplies are often limited. It is helpful if you have your own!

\*\*I also suggest that you have a USB drive to transfer digital files. I will teach you some great tools to get around this, but sometimes you may need a USB drive for larger project, picture, or audio files. This USB drive would be handy in many of your other classes too!

### **Wish List: (Help! I'm a poor teacher!)**

- Post- it notes
- Highlighters
- Colored pens/pencils
- Markers
- Construction paper
- Glue
- Wet wipes
- Hand sanitizer
- Tissues
- Paper towels
- Index cards

### **Procedures**

#### **Technology:**

When you finish school and enter the world, regardless of what you plan to do, you will be expected to adapt quickly to changing technology, problem solve, and work collaboratively. These skills should be a focus of every teacher. I make frequent use of computers in my classes to allow students to communicate, explore the world, and authentically publish and critique. You will frequently use my wiki page, [cafeharmon.wikispaces.com](http://cafeharmon.wikispaces.com). All lessons will be published

on this site as well as discussion boards, samples, etc. You will also create a blog that will host writing assignments, responses, and online discussions.

### **Internet Access:**

I understand that there are students with limited computer access. I will expect you to take some initiative and find a way! Find a place to get online now! "I don't have Internet at home" will never be an acceptable excuse for failure to complete assignments.

Here are some options:

1. Use class time wisely! I give you time to work!
2. Media Center
3. Public Library
4. Go to a friend's house! Or a relative!
5. If all else fails... DO IT ON NOTEBOOK PAPER!!!! It's not like I'm going to give you a zero because it's not typed!

Sometimes I have students who say, "I didn't do this assignment because I didn't understand how to post on my blog/use this website/etc." Once again, THIS IS NOT AN ACCEPTABLE EXCUSE FOR FAILURE TO COMPLETE AN ASSIGNMENT!

Here are some options:

7. Use class time wisely! I give you time to work! I WILL HELP YOU!
8. Ask me for help outside of class. Talk to me ahead of time if you need me to stay after school.
9. Phone a friend! Someone in your class knows what's going on! Exchange numbers now! Follow me on Twitter @MadLIBsHarmon! Make use of Facebook (Madlibs Harmon)!
10. Email me! I check email on my phone often! I can even tutor via Google Chat!
11. Or, once again...If all else fails... DO IT ON NOTEBOOK PAPER!!!! It's not like I'm going to give you a zero because it's not typed!

### **Student/Teacher Communication:**

You may email me at [eharmon@msd3.org](mailto:eharmon@msd3.org) or at [cafeharmon@gmail.com](mailto:cafeharmon@gmail.com). The Gmail address is set up exclusively for student purposes. You will set up Gmail accounts in the first weeks of school, allowing you to make use of features such as Google Docs and Blogger. Another useful feature is Google Chat. This makes a nifty tutoring tool if you need some extra guidance from home.

I also like to make use of social media in my classroom. I will have a Facebook page set up exclusively for my classes that I would like you to join. I use this page to post reminders and

announcements as well as to offer assistance and further discussions from class.

<http://www.facebook.com/madlibs.harmon>

### **Writing:**

We will write often and collaborate with our peers in order to strengthen our writing. You may be asked to read your writing aloud to the class or to a small group in order to seek advice on revisions. Please be brave and remember that we are all in this together. I do not want to make you uncomfortable, but I want you to grow as a writer, and part of this process is giving and receiving feedback.

Expect to do the following types of writing:

**Quick Writes-** These are quick assessments that may consist of lists, sentences, chunks of thought, or paragraphs.

**Blogging-** This may express a personal response to a text or to an idea, narrative writing, or reflection. This is published online and graded; make sure to proofread closely and write using complete sentences and organized paragraphs. (You will also be commenting on blogs. You will be given expectations and examples for this, but expect your comments to be assessed as well.

**Discussion Boards-** We will talk in class often, but online discussion boards are also great ways to collaborate and exchange ideas. When you are assigned to post on a discussion board, expect to do a certain number of prepared responses (well planned and carefully written responses in paragraph form) and a certain number of peer responses (responses that continue the conversation by referring to the ideas of peers and providing intelligent and thoughtful commentary).

**On-Demand Writing-** Most of our first drafts of essays will be written in class in a timed write. You will generally be expected to turn this in at the end of your timed period.

**Process Papers-** These are major grades. On a process paper, you are expected to go through all stages of the writing process and turn in a revised final paper that is typed in MLA format. This may be given to me in print, through email as a digit copy, and/or as a post on your blog.

### **Make-Up Work and Late Assignments:**

\*It is the student's responsibility to gather make-up work after being out. Prompt completion of make-up work will be ESSENTIAL for student success! All assignments are kept on the class wiki. This is the hub for all of my courses. Students will be given the same number of

days missed plus 1 to make-up assignments. I may be flexible on make-up work, but only if students talk to me prior to missed deadlines.

In the event of late work, **homework will automatically receive 50% credit and larger assignments will be docked one letter grade per day late.** If the assignment can be turned in electronically, this includes weekends. Assignments that are turned in electronically will be considered late after midnight on the day the assignment is due. In other words, if a blog post is due on August 25<sup>th</sup>, it will not be counted late until August 26<sup>th</sup>. Assignments that are not turned in electronically will be due at the beginning of class. **If an assignment is not turned in within a week of its due date, expect a zero!**

### **Additional Grading Procedures:**

I also understand that writing is a process. You may do poorly on an assignment, only to finally feel that “light bulb come on” after an assignment has been turned in. I allow students to redo writing assignments to raise their grades. If a student chooses to do this, **I will expect revised essays to be turned in within one week after the original essay was graded and returned to the student.** No resubmissions will be accepted after that week has passed.

### **Grading Policy**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

I will be assessing students using a point system. Assignments such as tests, projects, or process papers will be worth more points than homework, daily formative assessments, quizzes, on-demand writing, etc.

Writing and discussions are assessed using a provided rubric. English 10 students will earn either a 1, 2, 3, or 4 (1=50%, 2=70%, 3=85%, and 4=100%). Pre AP students will earn either a 1, 2, 3, 4, 5, 6, 7, 8, or 9 (1=50%, 2=60%, 3=65%, 4=70%, 5=75%, 6=80%, 7=85%, 8=90%, 9=95%, and 9=100%).

**Parents,**

**Please review the information in the handouts provided to both you and your child. Then, please sign this form and return to me by August 24th.**

"I have read the information found in these handouts. I understand that my child will be required to abide by all of the rules and procedures in order to be successful in class."

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Please provide the following information.**

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Please add any additional information about your child that would be helpful (i.e. medications, medical conditions, special circumstances).

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**Please have your child fill out and sign the following statement.**

"I have read the above information and I agree to abide by all rules and procedures stated. I understand that I can come to Mrs. Harmon with any questions. I know that this class will require work, preparation, and thought, and I am ready to accept this new challenge."

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_